

## FORM 2 GEOGRAPHIC ACTIVITIES INVENTORY

Department/Division/Unit: \_\_\_\_\_

Respondent(s): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Check all the activities in which your division or work unit takes part that involve the management, use, or analysis of geographically-referenced information. Indicate in the box on the left whether it is a current activity (**C**) or one that is planned for the future (**P**). Also indicate the general frequency with which this activity is carried out—**C** = continuously; **D** = approximately once per day; **W** = approximately once per week; **M** = approximately once or several times per month; **A** = annually or semi-annually; **S** = sporadically on an as-needed basis. Write in additional activities in the spaces provided and provide comments which explain the activity in more detail.

<b>Property Mapping/Assessment</b>	<b>Frequency</b>	<b>Comments</b> (parties/organizations involved; problems/deficiencies/regulations/ordinances/administrative mandates governing activity)
C    P		
<input type="checkbox"/> <input type="checkbox"/> Parcel mapping and update	_____	_____
<input type="checkbox"/> <input type="checkbox"/> Subdivision review	_____	_____
<input type="checkbox"/> <input type="checkbox"/> Final property assessment	_____	_____
<input type="checkbox"/> <input type="checkbox"/> Tax district analysis	_____	_____
<input type="checkbox"/> <input type="checkbox"/> Track building improvements	_____	_____
<input type="checkbox"/> <input type="checkbox"/> Computer-assisted appraisal	_____	_____
<input type="checkbox"/> <input type="checkbox"/> Appraisal review/hearings	_____	_____
<input type="checkbox"/> <input type="checkbox"/> Rural land appraisal	_____	_____
<input type="checkbox"/> <input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> <input type="checkbox"/> _____	_____	_____

<b>Planning/Zoning</b>	<b>Frequency</b>	<b>Comments</b> (parties/organizations involved; problems/deficiencies/regulations/ordinances/administrative mandates governing activity)
C    P		
<input type="checkbox"/> <input type="checkbox"/> Comprehensive Plan Development	_____	_____
<input type="checkbox"/> <input type="checkbox"/> Re-zoning/Zoning exemption review and tracking	_____	_____

Planning/Zoning (Cont.)		Frequency	Comments (parties/organizations involved; problems/deficiencies/regulations/ordinances/adm inistrative mandates governing activity)
C	P		
<input type="checkbox"/>	<input type="checkbox"/>	Building permit/site plan review and tracking	
<input type="checkbox"/>	<input type="checkbox"/>	Building permit/site plan inspection	
<input type="checkbox"/>	<input type="checkbox"/>	Building code violation inspection/enforcement	
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision review	
<input type="checkbox"/>	<input type="checkbox"/>	Septic system permitting/inspection	
<input type="checkbox"/>	<input type="checkbox"/>	Water well permitting/inspection	
<input type="checkbox"/>	<input type="checkbox"/>	Development tracking	
<input type="checkbox"/>	<input type="checkbox"/>	Business license review and tracking	
<input type="checkbox"/>	<input type="checkbox"/>	Property owner identification and notification	
<input type="checkbox"/>	<input type="checkbox"/>	Transportation modeling/planning	
<input type="checkbox"/>	<input type="checkbox"/>	Site suitability evaluation	
<input type="checkbox"/>	<input type="checkbox"/>	Recreation site planning	
<input type="checkbox"/>	<input type="checkbox"/>	Address review and assignment	
<input type="checkbox"/>	<input type="checkbox"/>	Land use inventory/mapping	
<input type="checkbox"/>	<input type="checkbox"/>	Growth analysis and projection	
<input type="checkbox"/>	<input type="checkbox"/>	Business activity analysis and tracking	
<input type="checkbox"/>	<input type="checkbox"/>	Public hearings	
<input type="checkbox"/>	<input type="checkbox"/>	Re-development evaluation and project planning	
<input type="checkbox"/>	<input type="checkbox"/>	Environmental restriction review and analysis	
<input type="checkbox"/>	<input type="checkbox"/>	Environmental assessment	
<input type="checkbox"/>	<input type="checkbox"/>	Water resource planning	
<input type="checkbox"/>	<input type="checkbox"/>	Soil conservation planning	
<input type="checkbox"/>	<input type="checkbox"/>	Grant preparation	
<input type="checkbox"/>	<input type="checkbox"/>	Special map preparation	

<b>Planning/Zoning (Cont.)</b>		<b>Frequency</b>	<b>Comments</b> (parties/organizations involved; problems/deficiencies/regulations/ordinances/adm inistrative mandates governing activity)
C	P		
<input type="checkbox"/>	<input type="checkbox"/>	General information response	
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

<b>Public Works/Transportation</b>		<b>Frequency</b>	<b>Comments</b> (parties/organizations involved; problems/deficiencies/regulations/ordinances/adm inistrative mandates governing activity)
C	P		
<input type="checkbox"/>	<input type="checkbox"/>	Building permit/site plan review and tracking	
<input type="checkbox"/>	<input type="checkbox"/>	Building permit/site plan inspection	
<input type="checkbox"/>	<input type="checkbox"/>	Building code violation inspection enforcement	
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision review	
<input type="checkbox"/>	<input type="checkbox"/>	Development tracking	
<input type="checkbox"/>	<input type="checkbox"/>	Property owner identification and notification	
<input type="checkbox"/>	<input type="checkbox"/>	Transportation modeling/planning	
<input type="checkbox"/>	<input type="checkbox"/>	Snow removal planning and operations	
<input type="checkbox"/>	<input type="checkbox"/>	Capital project planning	
<input type="checkbox"/>	<input type="checkbox"/>	Waste collection planning and operations	
<input type="checkbox"/>	<input type="checkbox"/>	Pavement inventory and management	
<input type="checkbox"/>	<input type="checkbox"/>	Field facility inventory	
<input type="checkbox"/>	<input type="checkbox"/>	Commercial sign permit review and tracking	
<input type="checkbox"/>	<input type="checkbox"/>	Street sign inventory and tracking	
<input type="checkbox"/>	<input type="checkbox"/>	Complaint tracking	
<input type="checkbox"/>	<input type="checkbox"/>	Work order processing/routine maintenance	

<b>Public Works/Transportation (Cont.)</b>		<b>Frequency</b>	<b>Comments</b> (parties/organizations involved; problems/deficiencies/regulations/ordinances/adm inistrative mandates governing activity)
C	P		
<input type="checkbox"/>	<input type="checkbox"/>	Traffic engineering and design	_____
<input type="checkbox"/>	<input type="checkbox"/>	Construction project planning (prelim. planning/cost estimation)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Construction project detailed design	_____
<input type="checkbox"/>	<input type="checkbox"/>	Construction project management (contracted project)	_____
<input type="checkbox"/>	<input type="checkbox"/>	Construction inspection/as-built preparation	_____
<input type="checkbox"/>	<input type="checkbox"/>	Public hearings	_____
<input type="checkbox"/>	<input type="checkbox"/>	Legal hearings	_____
<input type="checkbox"/>	<input type="checkbox"/>	Map update and production	_____
<input type="checkbox"/>	<input type="checkbox"/>	Information response (internal, public, contractors, etc.)	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

<b>Asset Management/Financial</b>		<b>Frequency</b>	<b>Comments</b> (parties/organizations involved; problems/deficiencies/regulations/ordinances/adm inistrative mandates governing activity)
C	P		
<input type="checkbox"/>	<input type="checkbox"/>	Business license approval and monitoring	_____
<input type="checkbox"/>	<input type="checkbox"/>	Track government or company property	_____
<input type="checkbox"/>	<input type="checkbox"/>	Track owned/leased buildings and land	_____
<input type="checkbox"/>	<input type="checkbox"/>	Design/Monitor communication networks	_____
<input type="checkbox"/>	<input type="checkbox"/>	Land acquisition and sale	_____
<input type="checkbox"/>	<input type="checkbox"/>	Evaluate/Prioritize CIP projects	_____

<b>Asset Management/Financial (Cont.)</b>		<b>Frequency</b>	<b>Comments</b> (parties/organizations involved; problems/deficiencies/regulations/ordinances/adm inistrative mandates governing activity)
C	P		
<input type="checkbox"/>	<input type="checkbox"/> Assign and manage special assessments	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Building/Space management	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Manage vehicle fleets	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Customer account tracking and billing	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> _____	_____	_____

<b>Water/Sanitary/Storm Sewer Engineering and Analysis</b>		<b>Frequency</b>	<b>Comments</b> (parties/organizations involved; problems/deficiencies/regulations/ordinances/adm inistrative mandates governing activity)
C	P		
<input type="checkbox"/>	<input type="checkbox"/> Construction project planning (prelim. Planning/cost estimation)	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Construction project detailed design	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Construction project management (contracted project)	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Construction inspection	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Plan review/approval	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Property searches	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Facilities inspection	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Facilities inventory and tracking	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Periodic maintenance/replacement	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Capital project planning replacement	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Work order processing/utility maintenance	_____	_____

<b>Water/Sanitary/Storm Sewer Engineering and Analysis (Cont.)</b>		<b>Frequency</b>	<b>Comments</b> (parties/organizations involved; problems/deficiencies/regulations/ordinances/administrative mandates governing activity)
C	P		
<input type="checkbox"/>	<input type="checkbox"/> Hydraulic modeling/pressure zone analysis	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Demand modeling	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Storm run-off calculations and modeling	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Stormwater utility assessment	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Map update	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Inflow and infiltration studies	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Public hearings	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Legal hearings	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Map update and production	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Information response (internal, public, contractors, etc.)	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Customer billing	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> _____	_____	_____

<b>Public Safety/Emergency Services</b>		<b>Frequency</b>	<b>Comments</b> (parties/organizations involved; problems/deficiencies/regulations/ordinances/administrative mandates governing activity)
C	P		
<input type="checkbox"/>	<input type="checkbox"/> Disaster/Emergency response	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Fire incident mapping	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Emergency dispatch/vehicle location	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Crime incident mapping and analysis	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Disaster response and coordination	_____	_____

<b>Public Safety/Emergency Services (Cont.)</b>		<b>Frequency</b>	<b>Comments</b> (parties/organizations involved; problems/deficiencies/regulations/ordinances/adm inistrative mandates governing activity)
C	P		
<input type="checkbox"/>	<input type="checkbox"/> Accident mapping and analysis	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Station location planning and selection	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Hazardous material site mapping/ spill analysis	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Floodplain mapping and flood hazard analysis	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Criminal investigations	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> _____	_____	_____

<b>Health/Social Services</b>		<b>Frequency</b>	<b>Comments</b> (parties/organizations involved; problems/deficiencies/regulations/ordinances/adm inistrative mandates governing activity)
C	P		
<input type="checkbox"/>	<input type="checkbox"/> Labor Market Analysis	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Public Health Service Provision	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Health Inspections	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Epidemiological Research/Mapping	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Demographic Analysis	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> _____	_____	_____

Other Geographic Activities		Frequency	Comments (parties/organizations involved; problems/deficiencies/regulations/ordinances/adm inistrative mandates governing activity)
C	P		
<input type="checkbox"/>	<input type="checkbox"/> Treatment plant monitoring	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Easement acquisition/tracking	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Complaint tracking/response	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Water quality sampling/analysis	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Public hearings	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> General map and information dissemination	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Legal/Regulatory review analysis, lobbying	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> New customer marketing	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> School re-districting	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> School site location analysis	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> Political re-districting	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/> _____	_____	_____



**CAN YOU THINK OF ANY OTHER CATEGORY NOT LISTED ABOVE? Make your entries here.....**

		<b>[Enter new category]</b>	<b>Frequency</b>	<b>Comments</b> (parties/organizations involved; problems/deficiencies/regulations/ordinances/adm inistrative mandates governing activity)activity)
C	P	Enter new activities below		
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

		<b>[Enter new category]</b>	<b>Frequency</b>	<b>Comments</b> (parties/organizations involved; problems/deficiencies/regulations/ordinances/adm inistrative mandates governing activity)
C	P	Enter new activities below		
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____